Application Overview

Congrats on your new app! This application will provide FDCCI participants with an easy way to track their data center consolidation efforts in the cloud. This reference guide is designed to help you navigate your new app and hopefully answer any questions you have.
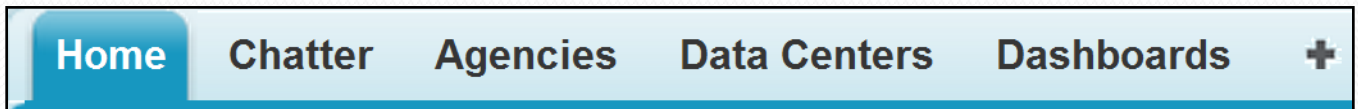
Accessing the Application

After logging into Salesforce via connect .gsa.gov, you will see the following toolbar at the top of your screen.
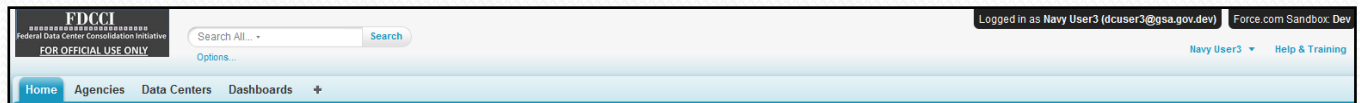
General Navigation

This section provides a high level overview of the general Salesforce user interface.

General Navigation: Tabs

| Tab	Description
Home	Click the **Home** tab to view the dashboard, custom reports, recent items, and to add data centers.
Agencies	Click the **Agencies** tab to view all of your agencies and components.
Data Centers	Click the **Data Centers** tab to view all data centers.
Dashboards	Click on the **Dashboards** tab to see visual representations of certain reports in the system.

Additional Resources & Help

For more information, please review the application video demo available here:
https://gsa.my.salesforce.com/sfc/p/30000001G26sMY_74O0CTEKNItYMvDnpKbrv4eI=

If you have questions, please contact the GSA OCIO IT Service Desk.

General Navigation: Recent Items, Dashboards, Calendar, My Tasks

Recent Items: Displays last ten items you have worked on.

FDCCI – Links to Reports: Displays 4 links to reports for FDCCI.
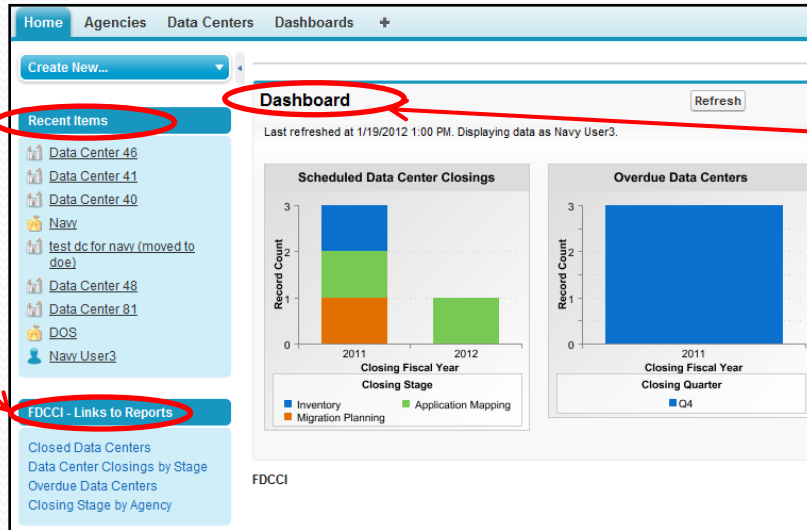
Dashboards: Visual representations of certain reports in the system. The homepage displays the most recent dashboard viewed.
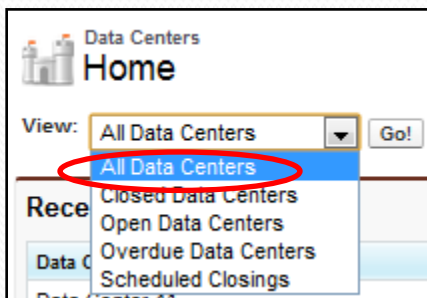
Detailed Navigation

This section provides a more detailed review of the user interface for your application.

Detailed Navigation: Views

Views: You can sort the information you would like displayed in each tab through the **View** drop-down menu. You can change views or create new views for each tab.

You can view **All Data Centers, Approved Data Centers, Closed Data Centers, Open Data Centers, Overdue Data Centers,** or **Scheduled Closings t**hrough different views on the **Data Centers** tab.

1. To view **All Data Centers**, click on the **Data Centers** tab.
2. Select **All Data Centers** from the drop-down menu and click **Go!**.
3. A list of all of the **All Data Centers will** be displayed.

4. Click on the **Data Center Name** to view all of the information for that particular data center.
Note: Recently viewed Data Centers are automatically shown when you click on the **Data Centers** tab.

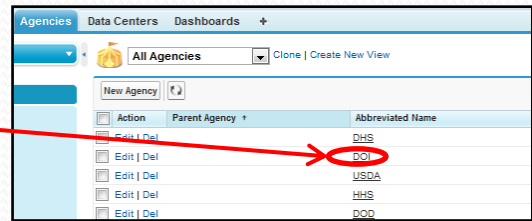# Federal Data Center Consolidation Initiative
Quick Reference Guide

Detailed Navigation: Detailed Records and Related Lists

This section will show you how to access the detailed record page for one of your agencies. The detailed record page includes related lists that contain information that may be useful when viewing a record.

1. To view all agencies, click on the **Agencies** tab.
2. Select **All Agencies** from the drop-down menu and click **Go!**.
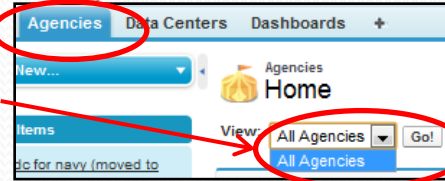
3. Click on the Abbreviated Name to view the detailed record page for that particular agency.

Closing Plans: How many closings planned for each year. This will be keyed in by your FDCCI Admins based on your Sept. projections.

Agency Information: Basic information about the agency.

Related Lists: Can be accessed by clicking a hyperlink at the top.

Data Centers: Calculated field showing how many data centers and how many are open or closed.

**Inventory Closings:** Calculated field showing actual closings per year.

Agency Components Related List: All organizations that report to the agency.

Data Centers Related List: All data centers that related to the agency.

Agency History Related List: Tracks activity history for the agency.

**New Data Center:** Click to create a new data center for the agency.

Review For Public Release: Click to review and approve data centers for public release.

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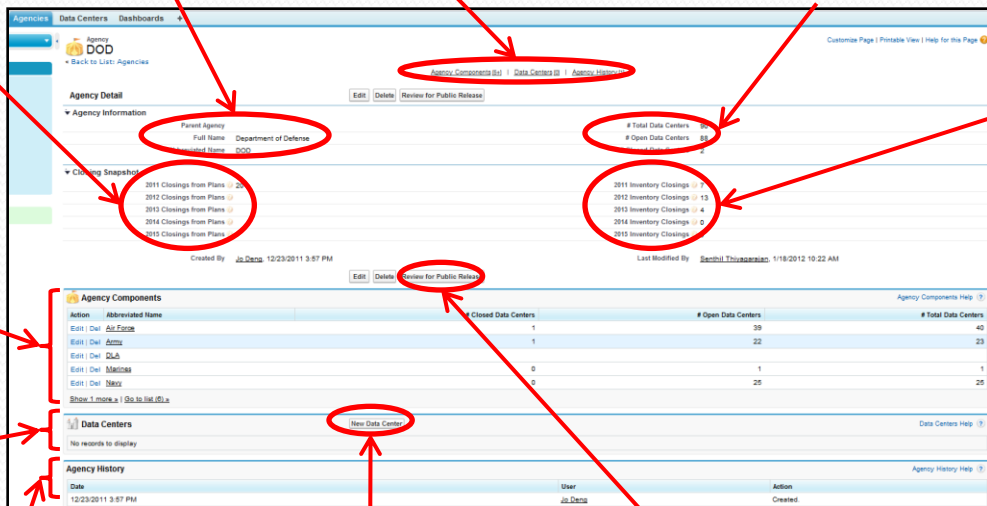
Detailed Navigation: Adding a Data Center

1. Click on the **Data Centers** tab.
2. Click the **New** button to the right of **Recent Data Centers.**
3. Fill out the form and click **Save.**

Note: You can also add a data center from the **Create New drop-down** on the left hand side of the screen and the **Data Centers related list**.
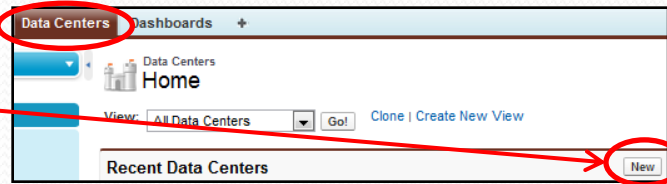
> Explanation of fields:
> •Red bars indicate required fields
> •**Component Name** is a lookup field.
> •If **Closing Stage** is **Closed** then you must fill out the **Closed Data Center Information** section.
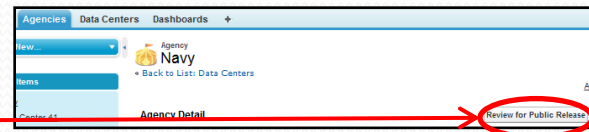
Detailed Navigation: Updating Data Centers

1. Click the **Data Centers** tab
2. Select **All Data Centers** from the **View** drop-down menu and click **Go!**
3. Click **Edit** next to the Data Center you would like to update.
4. Makes changes to the form and click **Save.**
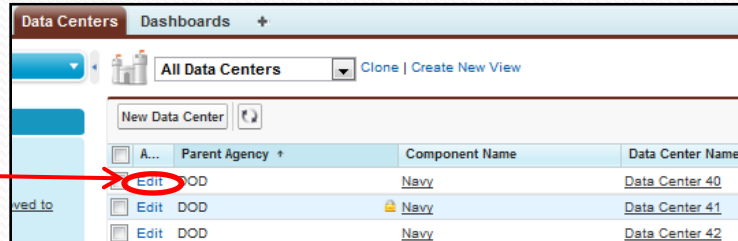
Detailed Navigation: Approving Data Centers

1. Click the **Agencies** tab
2. Click on the agency whose data centers you would like to approve.
3. Click **Review for Public Release**

4. If you are ready to approve the list of agencies that are marked for closing, click **Approve for Public Release.**
5. If you aren't ready to approve the data centers, click on the data center to update any information before approving.

Detailed Navigation: Quick Links to Reports

1. Click on the **Home** tab.
2. Under **FDCCI – Links to Reports** you will find links to four reports for FDCCI.